



COURSE CODE:

**BSB30120**

## WHY CHOOSE TAFE NSW?



**Opens career doors.** Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



**Global prospects.** TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



**State-of-the-art facilities.** Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



**Industry exposure.** TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



**Recognised and respected.** TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

**ENROL TODAY**  
**TAFENSW.EDU.AU**  
**131 601**

**BE AMBITIOUS**

## COURSE CODE

BSB30120

## QUALIFICATION

Certificate III in Business

## CAREER AREA

Access Education (Further Study For Employment)

## TRAINING PACKAGE ENTRY REQUIREMENTS:

### ENTRY REQUIREMENTS

There are no entry requirements for this qualification. You can enrol now.

### Traineeship

TAFE NSW also offers the Certificate III in Business as a traineeship. To be eligible to enrol as a trainee you must:

- Be employed in the business services industry as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.

### IS THIS COURSE RIGHT FOR YOU

To be prepared for this course, we recommend that you have:

- Language, Literacy and Numeracy (LLN) at a Year 10 high school level
- A computer with internet access
- Pre-existing technology skills to access and navigate the internet and be able to create, open and save electronic files
- Confidence to work independently

TAFE NSW may ask you to complete a Language, Literacy and Numeracy (LLN) skills test.

This skills test helps us to understand your individual study needs, to design an individualised plan that [supports your study success](#) and ensures your LLN skills match the demands of the course.

If you need help preparing for study, contact us about your options.



- **Traineeship Allowed**
- **On campus, Combination, Virtual classroom on campus, Virtual classroom off campus**
- **Full Time, Part Time, Variable**

## CAREER OPPORTUNITIES

Clerical Officer  
 Customer Service Officer  
 Data Entry Operator  
 Information Officer  
 Payroll Officer  
 Word Processing Operator

## OVERVIEW

The nationally recognised Certificate III in Business is a highly regarded qualification and a great starting point for your exciting business services journey. Get a taste of different business areas and be ready to join the workforce as an administrative assistant and more.

## LEARN NEW SKILLS

Through a mix of theory and practical coursework, learn to:

- Use popular business software including Microsoft Office suite and Microsoft Teams
- Respond to work health and safety issues

- Organise your time and work priorities
- Make suggestions regarding sustainable work practices
- Think critically, problem solve and communicate in the workplace

## DEVELOP YOUR TALENT

Develop the attributes to help you get ahead:

- Excellent communication skills
- The ability to engage with a wide range of people
- Attention to detail
- Strong time management and task prioritisation

## ACHIEVE YOUR GOALS

Completing this course provides you with:

- A nationally recognised qualification at Certificate III level
- A strong pathway to continue your study and enhance your career opportunities

## Career opportunities:

- Administrative assistant
- Customer service representative
- Receptionist
- General clerk

## GROW YOUR CAREER

- Certificate IV in Business
- Certificate IV in Entrepreneurship and New Business
- Certificate IV in Human Resource Management
- Certificate IV in Leadership and Management
- Certificate IV in Marketing and Communications
- Diploma of Business
- Bachelor of Business with TAFE NSW Degrees

| CAMPUS                               | STUDY MODE                              | START DATE  | DURATION | MAX FEE IF ELIGIBLE FOR SUBSIDY | HOURS PER WEEK |
|--------------------------------------|---|-------------|----------|---------------------------------|----------------|
| Southern NSW via Virtual Classroom   | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00                      | 3              |
| Albury                               | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00                      | 3              |
| Albury (Office Administration Focus) | Full Time, On campus                    | 14 Feb 2022 | 17 Weeks | \$1,580.00                      | 19             |
| Albury (Office Administration Focus) | Part Time, On campus                    | Anytime     | 34 Weeks | \$1,580.00                      | 6              |

|  |   |             |          |            |    |
|--|---|-------------|----------|------------|----|
| Albury (Office Administration Focus)                         | Part Time, On campus                    | Anytime     | 34 Weeks | \$1,580.00 | 9  |
| Albury (Office Administration Focus)                         | Part Time, On campus                    | Anytime     | 34 Weeks | \$1,580.00 | 9  |
| Armidale   | Part Time, Combination                  | Anytime     | 18 Weeks | \$1,580.00 | 10 |
| Ballina  | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Ballina  | Full Time, On campus                    | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 24 |
| Bankstown  | Full Time, On campus                    | 31 Jan 2022 | 18 Weeks | \$1,580.00 | 20 |
| Bankstown  | Part Time, On campus                    | 01 Feb 2022 | 36 Weeks | \$1,580.00 | 6  |
| Bathurst   | Full Time, On campus                    | 07 Feb 2022 | 18 Weeks | \$1,580.00 | 20 |
| Bathurst   | Variable, Virtual classroom off campus  | Anytime     | 36 Weeks | \$1,580.00 | 2  |
| Bega   | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Bega Connected Learning Centre (Office Administration Focus) | Part Time, On campus                    | 17 Feb 2022 | 34 Weeks | \$1,580.00 | 9  |
| Belmont  | Part Time, Combination                  | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Belmont  | Full Time, Combination                  | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 16 |
| Blacktown  | Full Time, Combination                  | 31 Jan 2022 | 18 Weeks | \$1,580.00 | 18 |
| Blacktown  | Part Time, On campus                    | 01 Feb 2022 | 36 Weeks | \$1,580.00 | 6  |
| Blue Mountains, Wentworth Falls                              | Full Time, Combination                  | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 18 |
| Boggabilla   | Part Time, Virtual classroom on campus  | Anytime     | 18 Weeks | \$1,580.00 | 10 |

|                                     |   |             |          |            |    |
|-------------------------------------|---|-------------|----------|------------|----|
| Bourke Connected Learning Centre    | Part Time, Virtual classroom on campus  | Anytime     | 36 Weeks | \$1,580.00 | 4  |
| Brewarrina                          | Part Time, Virtual classroom on campus  | Anytime     | 36 Weeks | \$1,580.00 | 4  |
| Broken Hill                         | Part Time, Virtual classroom off campus | Anytime     | 1 Year   | \$1,580.00 | 8  |
| Casino                              | Full Time, Virtual classroom off campus | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 29 |
| Casino                              | Part Time, Combination                  | 02 Feb 2022 | 36 Weeks | \$1,580.00 | 8  |
| Cessnock                            | Part Time, Combination                  | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Cessnock                            | Full Time, Combination                  | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 16 |
| Cobar                               | Part Time, Virtual classroom off campus | Anytime     | 1 Year   | \$1,580.00 | 8  |
| Coffs Harbour                       | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Coffs Harbour                       | Full Time, On campus                    | 07 Feb 2022 | 18 Weeks | \$1,580.00 | 21 |
| Cooma                               | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Cooma (Office Administration Focus) | Part Time, On campus                    | Anytime     | 34 Weeks | \$1,580.00 | 9  |
| Coomealla                           | Part Time, Virtual classroom off campus | Anytime     | 1 Year   | \$1,580.00 | 8  |
| Cootamundra                         | Part Time, Virtual classroom            | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |

|   |   |             |          |            |    |
|---|---|-------------|----------|------------|----|
|   | off campus  |             |          |            |    |
| Corowa  | Part Time,<br>Virtual<br>classroom<br>off campus  | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Corowa Connected<br>Learning Centre<br>(Office Administration<br>Focus)     | Part Time, On<br>campus                           | Anytime     | 34 Weeks | \$1,580.00 | 9  |
| Cowra   | Full Time, On<br>campus                           | 07 Feb 2022 | 18 Weeks | \$1,580.00 | 20 |
| Cowra   | Variable,<br>Virtual<br>classroom<br>off campus   | Anytime     | 36 Weeks | \$1,580.00 | 2  |
| Deniliquin  | Part Time,<br>Virtual<br>classroom<br>off campus  | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Deniliquin Connected<br>Learning Centre<br>(Office Administration<br>Focus) | Full Time,<br>Combination                         | 14 Feb 2022 | 17 Weeks | \$1,580.00 | 19 |
| Deniliquin Connected<br>Learning Centre<br>(Office Administration<br>Focus) | Part Time,<br>Combination                         | Anytime     | 34 Weeks | \$1,580.00 | 6  |
| Deniliquin Connected<br>Learning Centre<br>(Office Administration<br>Focus) | Part Time,<br>Combination                         | Anytime     | 34 Weeks | \$1,580.00 | 9  |
| Dubbo, Myall Street   | Part Time, On<br>campus                           | Anytime     | 36 Weeks | \$1,580.00 | 5  |
| Dubbo, Myall Street   | Self paced,<br>Virtual<br>classroom<br>off campus | Anytime     | 36 Weeks | \$1,580.00 | 20 |
| Dunedoo   | Part Time,<br>Virtual<br>classroom on<br>campus   | Anytime     | 36 Weeks | \$1,580.00 | 4  |
| Finley  | Part Time,<br>Virtual<br>classroom<br>off campus  | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |

|  |   |             |          |            |      |
|--|---|-------------|----------|------------|------|
| Finley (Office Administration Focus)   | Part Time, Combination                  | Anytime     | 34 Weeks | \$1,580.00 | 9    |
| Gilgandra                              | Part Time, On campus                    | Anytime     | 36 Weeks | \$1,580.00 | 4    |
| Glen Innes Connected Learning Centre   | Part Time, Virtual classroom on campus  | Anytime     | 18 Weeks | \$1,580.00 | 10   |
| Glendale                               | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8    |
| Glendale                               | Full Time, On campus                    | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 16   |
| Gosford                                | Full Time, On campus                    | 31 Jan 2022 | 18 Weeks | \$1,580.00 | 29.5 |
| Gosford                                | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8    |
| Goulburn                               | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3    |
| Goulburn (Office Administration Focus) | Part Time, On campus                    | Anytime     | 34 Weeks | \$1,580.00 | 9    |
| Grafton                                | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8    |
| Granville                              | Full Time, On campus                    | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 32   |
| Granville                              | Full Time, On campus                    | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 32   |
| Granville                              | Part Time, Combination                  | 08 Feb 2022 | 35 Weeks | \$1,580.00 | 7    |
| Great Lakes                            | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8    |
| Great Lakes                            | Full Time, Virtual classroom off campus | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 29   |

|  |   |             |          |            |    |
|--|---|-------------|----------|------------|----|
| Great Lakes                            | Full Time, Combination                  | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 16 |
| Grenfell Connected Learning Centre     | Variable, Virtual classroom off campus  | Anytime     | 36 Weeks | \$1,580.00 | 2  |
| Griffith                               | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Griffith (Office Administration Focus) | Full Time, Combination                  | 14 Feb 2022 | 17 Weeks | \$1,580.00 | 19 |
| Griffith (Office Administration Focus) | Part Time, On campus                    | Anytime     | 34 Weeks | \$1,580.00 | 9  |
| Griffith (Office Administration Focus) | Part Time, On campus                    | Anytime     | 34 Weeks | \$1,580.00 | 6  |
| Gunnedah                               | Full Time, On campus                    | 07 Feb 2022 | 18 Weeks | \$1,580.00 | 15 |
| Hay CLC                                | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Hornsby                                | Full Time, On campus                    | 07 Feb 2022 | 18 Weeks | \$1,580.00 | 20 |
| Hornsby                                | Part Time, On campus                    | 07 Feb 2022 | 36 Weeks | \$1,580.00 | 10 |
| Inverell                               | Part Time, Virtual classroom on campus  | Anytime     | 18 Weeks | \$1,580.00 | 10 |
| Kempsey                                | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Kempsey Connected Learning Centre      | Full Time, Combination                  | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 16 |
| Kingscliff                             | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Kingscliff                             | Full Time, On campus                    | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 22 |
| Leeton                                 | Part Time, Virtual                      | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |



|   |  |             |          |            |    |
|---|--|-------------|----------|------------|----|
|   | classroom<br>off campus                          |             |          |            |    |
| Leeton (Office<br>Administration Focus) | Part Time, On<br>campus                          | Anytime     | 34 Weeks | \$1,580.00 | 9  |
| Lismore                                 | Part Time,<br>Combination                        | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Lismore                                 | Full Time, On<br>campus                          | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 16 |
| Lithgow                                 | Variable,<br>Virtual<br>classroom<br>off campus  | Anytime     | 36 Weeks | \$1,580.00 | 2  |
| Liverpool                               | Full Time,<br>Combination                        | 31 Jan 2022 | 18 Weeks | \$1,580.00 | 20 |
| Macksville                              | Part Time,<br>Virtual<br>classroom<br>off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Macksville                              | Full Time,<br>Virtual<br>classroom<br>off campus | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 29 |
| Maclean                                 | Part Time,<br>Virtual<br>classroom<br>off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Maclean                                 | Full Time,<br>Virtual<br>classroom<br>off campus | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 29 |
| Maitland                                | Part Time,<br>Combination                        | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Maitland                                | Part Time,<br>Virtual<br>classroom<br>off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Maitland                                | Full Time, On<br>campus                          | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 26 |
| Meadowbank                              | Full Time, On<br>campus                          | 07 Feb 2022 | 18 Weeks | \$1,580.00 | 20 |
| Meadowbank                              | Part Time,<br>Combination                        | 07 Feb 2022 | 36 Weeks | \$1,580.00 | 10 |
| Meadowbank                              | Part Time,<br>Virtual                            | 08 Feb 2022 | 36 Weeks | \$1,580.00 | 6  |

|  |   |             |          |            |    |
|--|---|-------------|----------|------------|----|
|  | classroom<br>off campus                           |             |          |            |    |
| Menindee                                     | Part Time,<br>Virtual<br>classroom<br>off campus  | Anytime     | 1 Year   | \$1,580.00 | 8  |
| Moree  | Part Time,<br>Virtual<br>classroom on<br>campus   | Anytime     | 18 Weeks | \$1,580.00 | 10 |
| Moruya                                       | Part Time,<br>Virtual<br>classroom<br>off campus  | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Moruya (Office<br>Administration Focus)      | Part Time, On<br>campus                           | 17 Feb 2022 | 34 Weeks | \$1,580.00 | 9  |
| Moss Vale                                    | Part Time,<br>Virtual<br>classroom<br>off campus  | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Moss Vale (Office<br>Administration Focus)   | Full Time, On<br>campus                           | 15 Feb 2022 | 17 Weeks | \$1,580.00 | 24 |
| Moss Vale (Office<br>Administration Focus)   | Part Time, On<br>campus                           | 15 Feb 2022 | 34 Weeks | \$1,580.00 | 9  |
| Mount Druitt                                 | Full Time,<br>Combination                         | 31 Jan 2022 | 18 Weeks | \$1,580.00 | 18 |
| Mudgee                                       | Part Time, On<br>campus                           | Anytime     | 36 Weeks | \$1,580.00 | 5  |
| Mudgee                                       | Self paced,<br>Virtual<br>classroom<br>off campus | Anytime     | 36 Weeks | \$1,580.00 | 20 |
| Murwillumbah<br>Connected Learning<br>Centre | Part Time,<br>Virtual<br>classroom on<br>campus   | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Murwillumbah<br>Connected Learning<br>Centre | Full Time,<br>Virtual<br>classroom on<br>campus   | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 29 |
| Muswellbrook                                 | Part Time,<br>Combination                         | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Muswellbrook                                 | Full Time,<br>Combination                         | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 16 |

|  |   |             |          |            |    |
|--|---|-------------|----------|------------|----|
| Nambucca Heads Connected Learning Centre                           | Part Time, Virtual classroom on campus  | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Nambucca Heads Connected Learning Centre                           | Full Time, Virtual classroom on campus  | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 29 |
| Narrabri   | Part Time, Virtual classroom on campus  | Anytime     | 18 Weeks | \$1,580.00 | 10 |
| Narrandera   | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Narrandera Connected Learning Centre (Office Administration Focus) | Part Time, On campus                    | Anytime     | 34 Weeks | \$1,580.00 | 9  |
| Nepean, Kingswood  | Full Time, Virtual classroom off campus | 31 Jan 2022 | 18 Weeks | \$1,580.00 | 18 |
| Nepean, Kingswood  | Part Time, Virtual classroom off campus | 01 Feb 2022 | 36 Weeks | \$1,580.00 | 6  |
| Newcastle  | Part Time, Combination                  | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Newcastle  | Full Time, Combination                  | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 16 |
| Northern Beaches   | Full Time, On campus                    | 07 Feb 2022 | 18 Weeks | \$1,580.00 | 20 |
| Northern Beaches   | Part Time, On campus                    | 07 Feb 2022 | 36 Weeks | \$1,580.00 | 10 |
| Nowra  | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Nowra (Office Administration Focus)                                | Full Time, On campus                    | 14 Feb 2022 | 17 Weeks | \$1,580.00 | 24 |
| Nowra (Office Administration Focus)                                | Part Time, On campus                    | 14 Feb 2022 | 34 Weeks | \$1,580.00 | 9  |
| Nyngan   | Part Time,                              | Anytime     | 36 Weeks | \$1,580.00 | 4  |

|  |   |             |          |            |    |
|--|---|-------------|----------|------------|----|
|  | Virtual classroom on campus             |             |          |            |    |
| Orange, March Street                     | Full Time, On campus                    | 07 Feb 2022 | 18 Weeks | \$1,580.00 | 20 |
| Orange, March Street                     | Variable, Combination                   | Anytime     | 36 Weeks | \$1,580.00 | 2  |
| Ourimbah                                 | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Ourimbah                                 | Full Time, Virtual classroom off campus | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 29 |
| Parkes                                   | Full Time, On campus                    | 07 Feb 2022 | 18 Weeks | \$1,580.00 | 20 |
| Port Macquarie                           | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Port Macquarie                           | Full Time, Virtual classroom on campus  | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 26 |
| Port Macquarie                           | Full Time, On campus                    | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 26 |
| Queanbeyan                               | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Queanbeyan (Office Administration Focus) | Part Time, On campus                    | Anytime     | 34 Weeks | \$1,580.00 | 9  |
| Richmond                                 | Full Time, On campus                    | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 18 |
| Scone Connected Learning Centre          | Part Time, Virtual classroom on campus  | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Scone Connected Learning Centre          | Full Time, Virtual classroom on campus  | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 29 |
| Shellharbour                             | Part Time, Virtual                      | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |

|  |   |             |          |            |  |         |
|--|---|-------------|----------|------------|--|---------|
|  | classroom<br>off campus                 |             |          |            |  |         |
| Shellharbour (Office Administration Focus) | Part Time, On campus                    | 14 Feb 2022 | 34 Weeks | \$1,580.00 |  | 6       |
| Shellharbour (Office Administration Focus) | Full Time, On campus                    | 15 Feb 2022 | 17 Weeks | \$1,580.00 |  | 19      |
| Singleton Connected Learning Centre        | Part Time, Combination                  | 31 Jan 2022 | 36 Weeks | \$1,580.00 |  | 8       |
| Singleton Connected Learning Centre        | Full Time, Combination                  | 01 Feb 2022 | 18 Weeks | \$1,580.00 |  | 16      |
| St George, Main Campus                     | Full Time, On campus                    | 31 Jan 2022 | 18 Weeks | \$1,580.00 |  | 21      |
| St Leonards                                | Full Time, On campus                    | 07 Feb 2022 | 18 Weeks | \$1,580.00 |  | 20      |
| St Leonards                                | Part Time, On campus                    | 07 Feb 2022 | 36 Weeks | \$1,580.00 |  | 10      |
| Sutherland, Gymea                          | Full Time, On campus                    | 31 Jan 2022 | 18 Weeks | \$1,580.00 |  | 20.5    |
| Sutherland, Gymea                          | Part Time, On campus                    | 31 Jan 2022 | 36 Weeks | \$1,580.00 |  | 6       |
| Sutherland, Gymea                          | Part Time, On campus                    | 31 Jan 2022 | 36 Weeks | \$1,580.00 |  | 12      |
| Tamworth                                   | Full Time, On campus                    | 07 Feb 2022 | 18 Weeks | \$1,580.00 |  | 15      |
| Tamworth                                   | Variable, Combination                   | Anytime     | 36 Weeks | \$1,580.00 |  | 3       |
| Tamworth                                   | Variable, Combination                   | 09 Feb 2022 | Enquire  | \$1,580.00 |  | Enquire |
| Taree                                      | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 |  | 8       |
| Taree                                      | Full Time, Virtual classroom off campus | 01 Feb 2022 | 18 Weeks | \$1,580.00 |  | 29      |
| Taree                                      | Full Time, On campus                    | 01 Feb 2022 | 18 Weeks | \$1,580.00 |  | 16      |
| Temora                                     | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 |  | 3       |
| Temora (Office                             | Part Time,                              | Anytime     | 34 Weeks | \$1,580.00 |  | 9       |

|   |   |             |          |            |    |
|---|---|-------------|----------|------------|----|
| Administration Focus]                     | Combination                             |             |          |            |    |
| Tenterfield Connected Learning Centre     | Part Time, Virtual classroom on campus  | Anytime     | 18 Weeks | \$1,580.00 | 10 |
| The Hills, Baulkham Hills                 | Full Time, Combination                  | 31 Jan 2022 | 18 Weeks | \$1,580.00 | 15 |
| The Hills, Baulkham Hills                 | Part Time, On campus                    | 01 Feb 2022 | 36 Weeks | \$1,580.00 | 6  |
| Tomaree Connected Learning Centre         | Full Time, On campus                    | 31 Jan 2022 | 18 Weeks | \$1,580.00 | 16 |
| Tomaree Connected Learning Centre         | Part Time, Virtual classroom on campus  | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Tumut                                     | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Ulladulla                                 | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Ultimo, Main Campus                       | Full Time, On campus                    | 31 Jan 2022 | 18 Weeks | \$1,580.00 | 20 |
| Wagga Wagga                               | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Wagga Wagga (Office Administration Focus] | Full Time, Combination                  | 14 Feb 2022 | 17 Weeks | \$1,580.00 | 19 |
| Wagga Wagga (Office Administration Focus] | Part Time, Combination                  | 14 Feb 2022 | 34 Weeks | \$1,580.00 | 6  |
| Wagga Wagga (Office Administration Focus] | Part Time, On campus                    | 15 Feb 2022 | 34 Weeks | \$1,580.00 | 9  |
| Warren                                    | Part Time, Virtual classroom on campus  | Anytime     | 36 Weeks | \$1,580.00 | 4  |
| Wauchope                                  | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8  |
| Wauchope                                  | Full Time,                              | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 29 |

|  |   |             |          |            |         |
|--|---|-------------|----------|------------|---------|
|  | Virtual classroom off campus            |             |          |            |         |
| Wellington   | Part Time, Virtual classroom on campus  | Anytime     | 36 Weeks | \$1,580.00 | 4       |
| West Wyalong   | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3       |
| West Wyalong Connected Learning Centre (Office Administration Focus) | Part Time, On campus                    | Anytime     | 34 Weeks | \$1,580.00 | 9       |
| Wetherill Park   | Part Time, On campus                    | 01 Feb 2022 | 36 Weeks | \$1,580.00 | 6       |
| Wetherill Park   | Full Time, COLLEGE/CAMPUS CLASS         | 02 Feb 2022 | 18 Weeks | \$1,580.00 | Enquire |
| Wilcannia  | Part Time, Virtual classroom off campus | Anytime     | 1 Year   | \$1,580.00 | 8       |
| Wollongbar   | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8       |
| Wollongbar   | Full Time, Virtual classroom off campus | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 29      |
| Wollongong   | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3       |
| Wollongong (Office Administration Focus)                             | Part Time, On campus                    | 14 Feb 2022 | 34 Weeks | \$1,580.00 | 6       |
| Wollongong (Office Administration Focus)                             | Full Time, On campus                    | 15 Feb 2022 | 17 Weeks | \$1,580.00 | 24      |
| Wyong  | Part Time, Virtual classroom off campus | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8       |
| Yamba Connected  | Part Time,                              | 31 Jan 2022 | 36 Weeks | \$1,580.00 | 8       |

|                                     |   |             |          |            |    |
|-------------------------------------|---|-------------|----------|------------|----|
| Learning Centre                     | Virtual classroom on campus             |             |          |            |    |
| Yamba Connected Learning Centre     | Full Time, Virtual classroom on campus  | 01 Feb 2022 | 18 Weeks | \$1,580.00 | 29 |
| Yass                                | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Yass (Office Administration Focus)  | Part Time, On campus                    | Anytime     | 34 Weeks | \$1,580.00 | 9  |
| Young                               | Part Time, Virtual classroom off campus | 26 Apr 2022 | 1 Year   | \$1,580.00 | 3  |
| Young (Office Administration Focus) | Part Time, On campus                    | 15 Feb 2022 | 34 Weeks | \$1,580.00 | 9  |